

#### SESSION PLAN: SMALL GROUP FEEDBACK SESSIONS

Time: 30 minutes

Presenters: Presenter 1, Presenter 2,  
Presenter 3

Location: Zoom breakout rooms

Materials: Slides or other artifacts

Facilitators: Facilitator 1, Facilitator 2, Facilitator 3 (each facilitator will be paired with one of the presenters)

**Notes:** Attendees will be divided into 3 Zoom breakout rooms to facilitate small group feedback conversations; the groups will be predetermined in advance of the convening. These will largely be led by the PI and the facilitator will ensure equity of voice and make sure they work through the timing cues. We will send a chat to all attendees when 5 minutes are left in the session (which should prompt you to ask presenters to move to sharing their reflections within the next minute or so) and when 1 minute is left in the session to support facilitators with timekeeping.

##### Session Agenda:

2 minutes	Transition time to small groups
3 minutes	<p>Facilitator welcomes people to the small group. Recognize people have been sitting and listening for an extended period of time and invite people to stretch, take some deep breaths, or stand up for a moment.</p> <p>Facilitator talking points:</p> <ul style="list-style-type: none"> <li>• This is the presenter's show and they will generally direct the conversation.</li> <li>• I'll be here to ensure equity of voice and keep time. I ask that people monitor their airtime (e.g., "step up, step back") and if multiple people are speaking at once, please prioritize getting new voices into the conversation; please encourage people to use the "hand raise" function on Zoom to get into the queue.</li> <li>• We'll have about 20 minutes for group discussion and then will end with a few minutes of reflection from the presenter about what they heard and what they're taking away from this conversation. Then we'll meet back up with the full group before concluding this first day.</li> <li>• And with that, I'll turn it over to the presenter.</li> </ul> <p><i>Each presenter will have their own slides and can project them as needed.</i></p>
20 minutes	Small group discussion sharing feedback with the presenter
2 minutes	Final reflections from the presenter.
	Facilitator asks the presenter to share any initial reflections, learnings, or questions they are taking away based on the feedback they received in the small group.

**Commented [1]:** This timing will not need to change if you were to add additional presenters, but you would need to add additional facilitators.

**Commented [2]:** It can be helpful to have presentation slides on hand (e.g., projected, hard copy version, links to the slides) for small groups to reference.

**Commented [3]:** These notes reflect SERN's virtual context in 2020. These notes should be updated to reflect your meeting context/design.

In prior years, this would have been set up with 3 physical break out rooms.

**Commented [4]:** Adapt as needed for your context.



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1 minutes

Facilitator thanks everyone for providing feedback; transitions back to full group.